



**City of Milwaukie  
Employment Opportunity**

**Community Program Coordinator**

**Apply by: October 17, 2014 at 4:00 p.m.**

**Status:** Full-time, 40 hours/week  
**Hours:** Monday – Friday, general business hours  
**Work location:** City Hall, 10722 SE Main Street, Milwaukie, OR  
**Department:** Administration  
**Salary:** \$4,339 - \$5,536 Monthly – Non Exempt, AFSCME Represented  
**Benefits:** Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 2.5% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay.

The City of Milwaukie is seeking a Community Program Coordinator with exceptional communication and customer service skills and the ability to work with both internal and external customers. This position is responsible for carrying out neighborhood service delivery programs, project management, and event coordination. The work involves serving as a liaison between the City and the citizens.

The incumbent exercises independent judgment to respond to issues and concerns of citizens and staff; will plan, facilitate and attend meetings with citizens, other staff members, and representatives of other organizations, coordinate events and manages projects. This position involves considerable coordination with staff of other departments, citizens, and other agencies and also coordinates volunteer activities. This position presents findings and recommendations both in writing and orally to Department Head, City Council and citizen groups and reports directly to the assistant to the City Manager.

**Qualifications:** To apply you must be 18 years of age, have a Bachelor's degree in public administration, planning or related field from an accredited college or university and three years of professional public sector work in planning, project management, neighborhood services or a related field.

**Selection Process:** Applications will be screened to determine the candidates being invited to an interview. Preference will be given to those applicants who have direct and relevant education and/or work experience.

**Application Process:** All candidates must submit a completed City employment application, a resume and a cover letter noting your interest in this position. Please send your signed application materials to Human Resources at 10722 SE Main Street, Milwaukie, OR 97222. We do not accept application materials by e-mail.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer  
Women and Minorities are Encouraged to Apply***